

State of Georgia
Department of Administrative Services
Risk Management Services

NOTICE OF PROPERTY LOSS FORM

IMPORTANT: Use this form to report Property loss that occurs "after hours" ONLY. After HOURS is referred to as after normal business hours Monday through Friday, 8:00 am to 5:00 pm.

EMERGENCY CONTACT:

Tom Provancher
DOAS Risk Management
770-785-7082

Frederick Trotter
DOAS Risk Management
404-822-7733

PROVIDE THE FOLLOWING INFORMATION:

TYPE OF LOSS: ☐ Windstorm ☐ Flooding ☐ Other

Date of Loss: ___ / ___ / ___ **Time of Loss:** _____ AM/PM **Loss Location:** _____

If multiple locations are affected, please attach complete list of each location.

Your Agency: _____ **Department:** _____

Agency Ref. #: _____ **Agency Contact & Phone Number:** _____

Type of Damages: _____

Loss Description (REQUIRED): _____

ESTIMATED LOSS AMOUNT: _____

An acknowledgement letter will be sent to the risk manager with the assigned DOAS claim number that must be included on the Sworn Proof of Loss form and any other claim related correspondence.

The DOAS retains the right to assign an outside adjuster to investigate the loss on its behalf. The Sworn Proof of Loss form with DOAS claim number, copies of original invoices for property, bills for material and labor and evidence of payment (check or approved purchase order) for replaced or repaired items must be provided to finalize a claim with in 120 days. The required documents substantiate reimbursement of damages for a claim.

AGENCY RISK MANAGER/COORDINATOR

DATE

PHONE NUMBER

FAX NUMBER